

IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 23-043AR

Closing Date: 10-Mar-23

POSITION DESCRIPTION:

POSN TITLE TRAINING NCO

MOS/AOC: 19D **VICE:** STOOS

Max: E-6 **Min:** E-5 Promotable

SELECTING SUPERVISOR INFO:

CPT DEXTER MEHLHAF, (515)331-5542 EXT 18001, dexter.w.mehlhaf.mil@army.mil

UNIT OF ASSIGNMENT:

Troop A, 1-113th CAV
JOHNSTON, IA 50131

MPCN #: 2248 032

PARA/Lin 203 / 03

Permanent Change of Station (PCS) may be authorized if in the best interest of the government.

WHO MAY APPLY: Current (Title 32) AGR IAARNG members.

AREA OF CONSIDERATION:

Must meet position grade requirements above. If not MOS/AOC qualified, selectee must become qualified in advertised MOS/AOC within one year of hire. Applicants not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and will be returned to the applicant without action. Soldiers must meet the qualifications for entry and subsequent service eligibility requirements of AR 135-18, Table 2-1. Soldiers must meet the minimum ASVAB and PULHES requirements per DA PAM 611-21, applicants not meeting minimum requirements will be returned without action.

INITIAL

*******Checklist must accompany all applications*******

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
- _____ 2. Certified copy of Soldiers Record Brief.
- _____ 3. Last five NCOERs. Submit a memo explaining reason(s) for any missing NCOERs. Letter of Recommendation from the Unit Commander for E5s and below without an NCOER is required.
- _____ 4. Most current MEDPROS, Individual Medical Readiness (IMR) report (**must be dated within the last 12 months**)
- _____ 5. If applicable, DA Form 3349 and/or MMRB results.
- _____ 6. Copy of APFT History Report from DTMS.
- _____ 7. Copy of Weight Control History Report from DTMS.
- _____ 8. Certified Statement of Good Standing from the Command that you are not under any flagging action. **Must be within 30 days of closing date.** (Template on SharePoint under SOP Chapter 15)
- _____ 9. Copy of individual PIR. **Must be within 30 days of closing date.**
- _____ 10. Current Promotion List showing applicants name.
- _____ 11. DA Form 1059 from most recent NCOES.
- _____ 12. Copy of waiver request if required per AR 135-18, Table 2-4 and/or NGR 600-5.

**** DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

MOS REQUIREMENTS: 111121; A physical demands rating of heavy, normal color vision. Correctable vision of 20/20 in one eye and 20/100 in other eye; Must have a minimum score of 90 in aptitude area CO in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after to 2 January 2002. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004.

DESCRIPTION OF DUTIES:

Training NCO for a 92 Soldier Mounted Cavalry Troop. Duties consist of preparing training plans, training schedules and yearly training calendars in accordance with the commander's intent and training guidance for the unit. Must have a clear understanding of UTM and products that are produced throughout the training cycle. Must demonstrate proficiency in the use of RCAS, IPPS-A, DPRO, Commander's Portal, LOD Module, MEDPROS, iPERMS, DTMS, MARRS-N, RFMSS, ARIMS, ATRRS, DTS, AFCOS, Oracle, DISS, EES, and Microsoft Office Programs. Responsible for the overall administrative readiness of the unit to include, but not limited to, My Unit Pay, 1379 Preparation, USPFO TLs, DTS, Pay Inquiries, Family documents, DD93, SGLV, Profiles, Medical Boards, RFOs and Amendments, pre-execution checklists, LOD Module, Dental, Awards, Flags, BARS, DATs, Article 14 proceedings and promotion actions. Applicant must be forward thinking, self-reliant, and have a demonstrated autonomous work ethic. Must hold Secret Security clearance and be 19D MOSQ or able to obtain MOSQ within one year of hire. Performs other duties as assigned.

QUALIFICATION REQUIREMENT FOR ASSIGNMENT:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
 3. Must be qualified for continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501 and be capable of performing the duties assigned and implied by grade, MOS, and position as prescribed above.
 4. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
 5. Must be able to meet all military education and FTUS requirements in accordance with AR 135-18, NGR 600-5, and current policies/directives. Failure to do so will result in separation.
 6. Current on-board AGRs must have a passing APFT and Height and Weight on record within 6 months of start date of assignment.
 7. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
 8. Must not have any unfavorable actions of any kind and not be flagged.
 9. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
 10. A secret security clearance is required for this position. Failure to maintain the proper security clearance will result in termination of employment.
 11. If not MOS or AOC qualified for position as stated above, applicant will be required to become qualified for position within one year of start date. Must not have a permanent profile that would prevent attendance at required MOS Training.
 12. Enlisted promotion eligibility based on requirements of AR 600-8-19.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. **Applications received after 1630 on the closing date will not be considered. It is the responsibility of the applicant to ensure all documents are included, signed and received prior to the closing date and time.**

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. **When submitting an application electronically, submit entire packet as one document. Portfolios and/or zip files will not be accepted.**

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4514 or 515-252-4751